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Helena, Montana 59620-2501  
[www.opi.mt.gov](http://www.opi.mt.gov)

# Using the E-Grants Management System

April 2007

Presented By

**MTW**  
*Solutions*

*Making Technology Work*

# Session Agenda- Part 1

## Business Process Change

- E-Grants Project – Vision and Goals
- What is it and how does it affect the grants management process?
- Overview and discussion of major areas of E-Grant related business change



# Session Agenda – Part 2

## E-Grants Basics

- System Requirements and Access, Workflow, Navigation, Control Types, Common Elements, Logon Page, Menu Page, Applicant Select Page, Application Select Page

## E-Grants Application Data Pages

- Overview Page, LEA Contact, Funding (Allocations and Topic Funding), Grant Summary, Budget Pages

## Completing the Application

- Assurances (Common/Program), Consistency Check, Submission, History, Review Summary, Page Lock Control

## Program Specific Pages

## Getting Assistance

- E-Grants Support

## Session Wrap-up

- Future Plans, Improving Training, Contact Information

# Business Process Change

## E-Grants project Vision and Goals

- Design and implement a Web-Enabled Electronic Grants Management System (E-Grants) for the Office of Public Instruction that would be accessible to all LEAs and other sub-grantees via the Internet.
- Manage the entire grant life cycle and provide a consistent grant application process across all grants programs.
- Streamline the current business processes in order to more efficiently manage their grants management process.

# Business Process Change

- Business processes are the business events that drive the work to be performed
- Any effort to improve business processes requires CHANGE (why else would you need to improve?)
- There are a number of major areas of business process change related to the implementation of E-Grants that we will be discussing

# Business Process Change

- Application time frames and expectations
- OPI Staff will no longer make changes to District Applications or Budgets
- Application review will be complete on all parts of an application before it is returned for any needed updates (email notifications of application status changes)
- Public Access (to final approved applications)
- E-Grants System Design (Rules)

# Business Process Change

- **OPI Planning Process** and Initial Planning Tool
  - Integration with E-Grants
- **Allocations** in E-Grants
  - Preliminary and final
  - Original and amended applications
  - Carryover
  - Grant Award Notification (GAN) process
- **Multi-Districts** (Prime Applicants/Fiscal Agents, Members)
  - School Systems
  - Consortiums
  - Cooperatives
- **Budgeting** in E-Grants (Level of detail, Purpose Categories, etc.)
- **Payments** in E-Grants

# OPI Planning Process Overview

## OPI Planning Topics

- Topic 1: Improving Academic Achievement
- Topic 2: Assuring Qualified Teachers
- Topic 3: Improving Graduation Rates
- Topic 4: Improving School Climate
- Topic 5: Providing education appropriate to students' needs
- Topic 6: Increasing Parent and community involvement
- Topic 7: Providing Quality Career and Technical Education Programs



# OPI Planning Tool Overview Page

## OPI E-Grants System

[OPI Home](#)

[Click to Return to Menu List / Sign Out](#)

Overview

Topic  
1

Topic  
2

Topic  
3

Topic  
4

Topic  
5

Topic  
6

Topic  
7

### Planning Tool & Report Overview

The Planning Tool serves as the first step in developing an application for the E-grant system. This process establishes the relationship between the school district comprehensive education planning process, the fiscal resources provided by federal and state programs and measurable objectives that gauge the results of program activity.

There are two critical components of the Planning Tool:

- 1. Topics** are established by OPI. Topics include broad areas of emphasis required by one or more state and/or federal programs. OPI supplies the topics that are required under each federal program's regulations.

**Topic 1:** Improving Academic Achievement

**Topic 2:** Assuring Qualified Teachers

**Topic 3:** Improving Graduation Rates

**Topic 4:** Improving School Climate

**Topic 5:** Providing Education Appropriate to Students' Needs

**Topic 6:** Increasing Parent and Community Involvement

**Topic 7:** Providing Quality Career and Technical Education Programs

- 2. Goals** are written by the applicant. An applicant must provide at least one and no more than three goals under each topic that is required for a program and for which the applicant is eligible to apply. A model goal is listed for each topic and may be selected by an applicant, if desired.

The topics and district goals established in the Planning Tool carry forward into the appropriate program detail and budget detail pages. Applicants will use that information to develop objectives, activities and budget as related to the specific program.

Throughout the application development process and after submittal the applicant will be able to view and retain a report that provides an overview of selected topics, goals and objectives.



# **E-Grants Basics**

# E-Grants Basics – System Requirements

- PC's (Windows Operating System Versions: 98, NT, 2000, XP)
- Internet Browsers
  - Netscape (6.1+) OR
  - Internet Explorer (IE) (5.5+)
    - Note 6.0 or higher preferred
    - IE is **not** supported in the Mac environments. Safari is advised on a Mac but has not been completely and thoroughly tested so the user may experience occasional odd behavior.
  - Not AOL Browser

# E-Grants Basics – System Requirements

- Internet Browsers
  - Pop-ups
    - **NOTE:** Internet Pop-Up Blockers (i.e. AOL, MSN, Google) **MUST** either be disabled or allow for pop-ups from the E-Grants sites or the application will not function properly
  - Printing
    - For optimal printing of Printer Friendly pages
      - if using IE 6.x, may need an IE Plug-In
    - Visit this OPI site for needed information:  
**<http://opi.mt.gov/IEPrintFix/Index.html>**

# E-Grants Basics – System Requirements

- Internet connectivity – high speed for optimal performance
- Email access – for notifications and communications

# E-Grants Basics – Accessing E-Grants

- The E-Grants User Ids will have security established that will authorize user's access to their district's grant application.
  - User Ids will identify the E-Grants “role” that the user will have in E-Grants.
  - District E-Grants Roles include: District Data Entry, District Admin (Authorized Representative), Financial Data Entry, and Business Manager
  - There will also be someone in the district in a ‘Security Coordinator’ Role.

# E-Grants Logon Page

## OPI E-Grants System

[OPI Home](#)

[Logon Page](#)

[Instructions](#)

### Welcome to the Office of Public Instruction (OPI) E-Grants System

Please enter your user ID and Password

User ID:

Password:

[LOGON](#)

[Public Access](#)

Powered by **MTW** Grant  
*Solutions* Management  
System

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# Main Menu Page

**OPI** E-Grants System

[OPI Home](#)

[Click to Return to Menu List / Sign Out](#)

Menu List

[Instructions](#)

**You have been granted access to the forms below by your Security Administrator**

**Formula Grant**

[Carl Perkins - Secondary](#)

[ESEA / NCLB Consolidated](#)

[IDEA Consolidated](#)

**Discretionary Grant**

[Title I Part C - Regular Term](#)

**If the form you need is not listed, contact your Security Coordinator :**

user ID: helenarep

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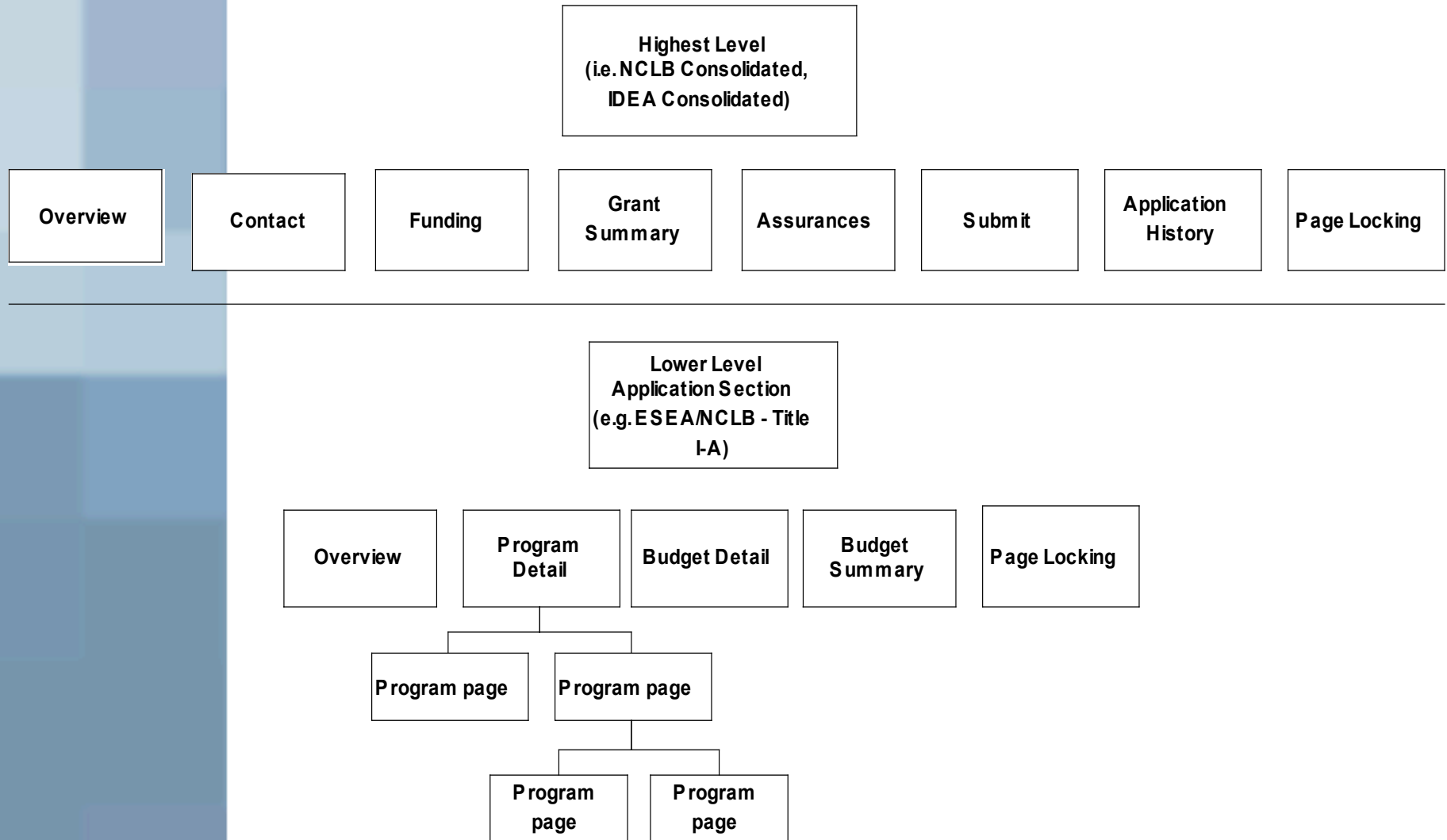
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# E-Grants Basic Navigation Overview



# E-Grants Basics – Navigating

- Page Header and Footer
- Page Title/Name
- Printer-Friendly Link
  - Printing from the Web – notes and tips (printer drivers, page set up, page orientation, etc.)
- “Application Sections” drop-down list box
- Tab Strip
- Internet “Back” and “Refresh” buttons – do **NOT** use them!

# E-Grants Basics – Navigating

- Preferred completion sequence
- Who does what and when
- Hyperlinks within Web pages
- Guidance and other online help
  - Embedded links and files

# E-Grants Basics - Navigating

**OPI E-Grants System**

**Applicant Name:** Helena H S      **Legal Entity:** 0488

**Application:** 2007-2008 Original Application

**Application Sections**  
ESEA / NCLB Consolidated

**Standard Page Links**

Overview	Contact Information	Funding	Private/Nonpublic School Participation	Grant Summary	Assurances, Common and Program	Submit	Application History	Page_Lock Control
Allocations		Topic Funding		General Transferability		Small_Rural Schools (SRS)		

**Allocations**

**Link to online Help files**

**Instructions**

**Printer-Friendly**  
Click to Return to Application Select  
Click to Return to Menu List / Sign Out

**OPI Home**

E-Grants Navigation / Tab Structure – multiple levels

# E-Grants Basics – Navigating

- Session timeout is set to 60 MINUTES. It is IMPORTANT to **SAVE work FREQUENTLY**, especially on pages with a lot of text data entry.
- If you will be away from your desk or busy for very long (phone calls, visitors, etc.), Save your work and log off of E-Grants.

# E-Grants Basics – Navigating

- Recommend doing large text entries in a word processing package or text document then cut and paste to the E-Grants Web page text area
  - Do **NOT** use special formatting (e.g. bullets) or characters (i.e. &, \*, @, etc.) in Word processor source text that will be copied to E-Grants pages or errors could result
  - Enables use of the word processor spell checker and character count
  - Enables use of word count capability to deal with character limit constraints

# E-Grants Basics – Types of Controls

- Tab Key
  - Moving around a page
- Control Types
  - Push Buttons, Radio Buttons, Check Boxes, Text Boxes, Text Areas, Hyperlinks
- Special Actions
  - Add Additional Lines, Submit, Assure, Consulting
- Page Scrolling – look for scroll bars and use as needed to see all information on the Web page

# E-Grants Basics – Common Elements

- Built in Validations
  - Input Length Checks; Numeric Checks; Completing one Field requires completion of other(s)
- Error Messages
  - Warnings versus **Errors** – when is “**Data Not Saved**”?
- Calculate Totals
  - Summary of lines; Indirect Cost Rates



# E-Grants Basics – Common Elements

- Show / Hide Function
  - Once you select to ‘Show’ a field, enter data and Save it, you cannot just ‘Hide’ the field again to remove data if you change your mind. Data is **NOT** automatically deleted once entered if the area is then ‘hidden’ by a user. Data must be manually deleted to make it “go away”. You **MUST** delete the data previously saved before hiding the field and saving the page again.

# Example - E-Grants Data NOT Saved Error

Grant Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail News RSS Feeds

Address <http://doaisdvm116/OPIGMSWeb/ApplicationShell.aspx?PADPageName=Goals+and+Objectives> Go Links >>

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## OPI E-Grants System

**Applicant Name:** Helena H S **Legal Entity:** 0488

**Application:** 2007-2008 Original Application

**Application Sections**  
Title II D - Enhancing Educ. through Technology  
[Printer-Friendly](#)  
[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

The data was NOT saved due to the following validation errors:

- Objective 1.1 Updated Multimedia Tools must be a numeric value between 0.0 and 4.0
- Objective 2.3 Teacher Comfort updated K-3 must be a numeric value between 0.0 and 100.0
- Objective 3.1 Updated Basic Skills must be a numeric value between 0.0 and 4.0

←

Overview	Program Specific	Budget Detail	Budget Summary	Page Lock Control
Goals and Objectives		Strategies for Objectives		

### Goals and Objectives

[Instructions](#)

**Goals and Objectives from the OPI Technology Plan** (Select one objective that is the same as last year's selection.)

**Note:** Updated data is required if no Previously Reported Data exists for your selected Objective OR the previous Data Collection Date is before:

**06/15/2006**

# E-Grants Basics – Common Elements

- Enter Amounts in Whole Dollars only on Budget pages (no pennies allowed)
- Displayed Amounts have commas and decimal points for readability
- Messages on Web pages (Title V-A page example) should display at top left on page.
  - **READ THEM!**

The background of the slide is a grid of squares in various shades of blue, ranging from light to dark, creating a textured, mosaic-like effect.

# **OPI Planning Tool Pages**

# Plan Selection Page


**OPI** E-Grants System

[OPI Home](#)

[Click to Return to Menu List / Sign Out](#)

## Plan Selection

Would you like to add a new plan?

2009 

[Add New Year](#)

[Copy to New Year](#)


[Open](#)

[Submit](#)

[Address Issues](#)

[Amend](#)

[Delete](#)

Select	Plan(s)	Status	Status Date
2007-2008			
	Original		
	Opened	Started	4/3/2007 1:26:11 PM

user ID: helenarep

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# Planning Topic Page

## OPI E-Grants System

[OPI Home](#)

[Click to Return to Menu List / Sign Out](#)

Overview

Topic  
1

Topic  
2

Topic  
3

Topic  
4

Topic  
5

Topic  
6

Topic  
7

### Topic 1 Goals

[Instructions](#)

#### Topic 1:Improving Academic Achievement

Programs that specifically address this Topic in their application Program Detail pages:

Title I, Part A Basic (Mandatory)	Title III (Mandatory)
Title I, Part A School Improvement	Title V, Part A (Mandatory)
Title II, Part D (Mandatory)	Title VI, Part B - RLI

Districts are required to either select the Model Goal provided OR enter at least one Goal of your own creation. You can select the model and define up to three additional district goals as well. District Goals are limited to 250 characters.



**Goal 1.0 (NCLB Model):**

All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

**Goal 1.1:**

90% of students will score 'proficient' in Reading/Language arts and Mathematics by the end of 2008-2009 school year.

**Goal 1.2:**

**Goal 1.3:**

Save Page

user ID: whitlashelrep

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# **E-Grants Application Pages**

# E-Grants Web Pages – Selecting the Application

- Options/Rules for working with Applications / Amendments
  - Create
  - Open
  - Delete
  - Review Summary
- The history of applications



# Applicant Select Page (OPI and Public View)

**OPI** E-Grants System

[OPI Home](#)

[Click to Return to Menu List / Sign Out](#)

Applicant Select

[Instructions](#)

## Program - ESEA Consolidated

Search By: ☒ Legal Entity  
☐ Applicant Name

Starts With:

[Search](#)

[Application Review](#)

\*Example:

- Legal Entity : 0488
- Applicant Name: Helena H S

user ID: egmsgr1

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# Application Select Page

## OPI E-Grants System

[OPI Home](#)

[Click to Return to Organization Select](#)  
[Click to Return to Menu List / Sign Out](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

**Application Select - ESEA Consolidated**

[Instructions](#)

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#)


[Create Amendment](#)

[Delete Application/Amendment](#)

[Review Summary](#)

[Print All](#)

Printed Applications:

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date	Consulting
<b>2007-2008</b>						
<input checked="" type="radio"/>	08-ESEA-00 Original Application	04-04-2007		Submitted to SEA	04-04-2007	

user ID: helenarep

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# E-Grants Applications Overview

- Online Grant Applications to be included in initial E-Grants (MTW) implementation:
  - ESEA / NCLB Consolidated
  - IDEA Part B and Preschool
  - Perkins Secondary
  - Title I-A School Improvement
  - Title I-C Migrant Education
  - Title IV-B 21<sup>st</sup> Century Competitive

# E-Grants Standard Application Pages

- Overview
- Contact Information (ALL Programs)
- Funding
  - Allocations (Transferability/REAP)
    - Multi District List and Sub grantee Access
  - Topic Funding
- Grant Summary
- Assurances (Common, Program Specific, Agreement)
- Submit Approval
- Application History
- Page Locking

# E-Grants Standard Application Pages

**OPI E-Grants System**

Applicant Name: Helena H S      Legal Entity: 0488

Application: 2007-2008 Original Application

Standard navigation among sections of the Applications – drop down list of sections

OPI Home

Application Sections  
ESEA / NCLB Consolidated

Printer-Friendly  
Click to Return to Application Select  
Click to Return to Menu List / Sign Out

Standard Page Links

Overview   Contact Information   **Funding**   Private/Nonpublic School Participation   Grant Summary   Assurances, Common and Program   Submit   Application History   Page\_Lock Control

Allocations   Topic Funding   General Transferability   Small\_Rural Schools (SRS)

Allocations   Topic Funding   General Transferability   Small\_Rural Schools (SRS)

Link to online Help files

Instructions

## E-Grants Navigation / Tab Structure – multiple levels

↓ = Standard E-Grants Application Tabs at HIGHEST Consolidated Level

# E-Grants Standard Application Pages

**OPI E-Grants System** [OPI Home](#)

**Applicant Name:** Helena H S **Legal Entity:** 0488

**Application:** 2007-2008 Original Application

Application Sections  
Title I A - Basic ▼  
[Printer-Friendly](#)  
[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

The application has been submitted. No more updates will be saved for the application.

Overview	Program Detail	Budget Pages	Page_Lock Control			
Topic_1 Objectives and Activities	Topic_2 Objectives and Activities	Topic_6 Parental Involvement Activities	Targeting Step 1	Targeting Step 2	Targeting Step 3	Targeting Step 4

**Planning Topic 1 Objectives and Activities** [Instructions](#)

## E-Grants Navigation / Tab Structure – multiple levels

↓ = Standard E-Grants Application Tabs at Lower PROGRAM Levels

# E-Grants Standard Application Pages

**OPI E-Grants System**

Applicant Name: Helena H S      Legal Entity: 0488      Carl Perkins - Secondary ▾

Application: 2007-2008 Original Application

[Standard navigation among sections of the Applications – drop down list of sections](#)

[Standard Page Links](#)

[Link to online Help files](#)

[Instructions](#)

Overview	Contact Information	Funding	Application Pages	Budget Pages	Assurances	Submit	Application History	Page_Lock Control
Part I	Part_II Special Populations		Program Assessment		Performance and Accountability		Funding Distribution	
Part_I Section A				Part_I Section B				

Application Part I - Required and Permissive Uses of Funds

used to

## E-Grants Standard Navigation and Links

# **E-Grants Web Pages – Overview Pages: All Levels**

- This Web page is displayed first
- Usually informational only – no data entry
- Defines the Program:
  - Purpose
  - Funding Source
  - Participation Requirements
  - Provides links to Legislation, Guidance and General Information



# Overview Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Application Sections

Title II D - Ed Tech

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

The application has been submitted. No more updates will be saved for the application.

Overview/  
General Information

Program  
Detail

Budget  
Pages

Page Lock  
Control

### ESEA Title II, Part D, Enhancing Education Through Technology (Ed Tech) Overview

**Program:** ESEA Title II, Part D, Enhancing Education Through Technology (Ed Tech)

**Purpose:** To provide grants to state education agencies (SEAs) to assist local education agencies (LEAs) for the implementation and support of a comprehensive system that effectively uses technology in elementary schools and secondary schools to improve student academic achievement.

**Legislation:** Elementary and Secondary Education Act of 1965 as reauthorized by the No Child Left Behind Act of 2001, P.L. 107-110, Title II, Part D, Sections 2401-2416 Public Law 107-110: Title II, Part D

**Guidance:** [Guidance on the Enhancing Education Through Technology \(Ed Tech\) Program](#)

**General Information:** A minimum of 25 percent of the district's funding under this title must be used for ongoing, sustained, intensive, high-quality professional development.

user ID: helenarep

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# Applicant Contact Information Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Carl Perkins - Secondary ▾

**Application:** 2007-2008 Original Application

[Printer-Friendly](#)

[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

<a href="#">Overview</a>	<a href="#">Contact Information</a>	<a href="#">Funding</a>	<a href="#">Application Pages</a>	<a href="#">Budget Pages</a>	<a href="#">Assurances</a>	<a href="#">Submit</a>	<a href="#">Application History</a>	<a href="#">Page Lock Control</a>
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### Contact Information

[Instruction](#)

\* Denotes required field

#### Authorized Representative:

Last Name

First Name

Phone  Extension

Fax

Summer Phone\*  Extension

Email

#### District Clerk:

Last Name

First Name

Phone  Extension

Fax

Summer Phone\*  Extension

Email

☒ Check this box if the Program Contact is someone other than the Authorized Representative listed above and complete the information.

#### Program Contact:

Last Name\*

First Name\*

Position/Title\*

Phone\*  Extension

Fax\*

Summer Phone\*  Extension

Email\*

#### Application Approval / Disapproval Copy Email Addresses

☒ Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized Representative or Superintendent who submits the application does not need to be included in this list.

[Add Additional Email Address](#)



# Allocations Web Page – NCLB Example (REAP Eligible)

## Allocations

[Instructions](#)

The application has been submitted. No more updates will be saved for the application.

	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
<b>Current Year Funds</b>								
Allocation	\$257,906	\$0	\$146,736	\$4,656	\$284	\$15,888	\$8,038	\$0
ReAllocated (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Released (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Current Year Funds	\$257,906	\$0	\$146,736	\$4,656	\$284	\$15,888	\$8,038	\$0
<b>Prior Year(s) Funds</b>								
Carryover (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ReAllocated (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Prior Year(s) Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total	\$257,906	\$0	\$146,736	\$4,656	\$284	\$15,888	\$8,038	\$0
<b>Multi-District</b>								
Transfer In (+)	\$0	\$0	\$393,410	\$17,879	\$0	\$38,041	\$0	\$0
Transfer Out (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administrative Agent	0250488	0250488	0250488	0250488	0250488	0250488	0250488	0250488
Adjusted Sub Total	\$257,906	\$0	\$540,146	\$22,535	\$284	\$53,929	\$8,038	\$0

Complete the section below to notify the SEA that the applicant is flexing funds per the provisions of the State and Local Transferability Act. Guidance on REAP/Flex is available at <http://www.ed.gov/policy/elsec/guid/reap03guidance.doc>

REAP-Flex Funds (100%)	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Funds Available for Flexing	\$0	\$0	\$540,146	\$22,535	\$0	\$53,929	\$8,038	\$0
From TitleIIA (+)	0		0	0	0	0	0	
From TitleIID (+)	0		0	0	0	0	0	
From TitleIVA (+)	0		0	0	0		0	
From TitleVA (+)	0		0	0	0	0		
Total Funds Flexed	\$0		\$0	\$0	\$0	\$0	\$0	\$0

If you have an approved Schoolwide plan, you are eligible to transfer funds to the Schoolwide program. You may transfer up to the amount indicated for each of the other Titles. Funds transferred to Schoolwide below will be available for budgeting under the Schoolwide program. The Title I amount transferred to Schoolwide will be edited against amounts entered on Targeting Step 4. The Title I transfer amount must be greater than or equal to the sum of Attendance Area Allocations for each school marked Schoolwide (SWP).

To School Wide (-)	73890	0	0	0	0	0	0	0
--------------------	-------	---	---	---	---	---	---	---

Net Adjustment	(\$73,890)	\$73,890	\$0	\$0	\$0	\$0	\$0	\$0
Total Available for Budgeting	\$184,016	\$73,890	\$540,146	\$22,535	\$284	\$53,929	\$8,038	\$0

Funds not applied for  
(SEA may reallocate funds to other grantees)

Current Year Funds	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior Year Funds	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB

# Allocations Web Page – NCLB Example (General Transfer)

Allocations

[Instructions](#)

	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
<b>Current Year Funds</b>								
Allocation	\$128,305	\$0	\$29,043	\$2,343	\$0	\$3,239	\$605	\$0
ReAllocated (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Released (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Current Year Funds</b>	\$128,305	\$0	\$29,043	\$2,343	\$0	\$3,239	\$605	\$0
<b>Prior Year(s) Funds</b>								
Carryover (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ReAllocated (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Prior Year(s) Funds</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total</b>	\$128,305	\$0	\$29,043	\$2,343	\$0	\$3,239	\$605	\$0
<b>Multi-District</b>								
Transfer In (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer Out (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administrative Agent								
<b>Adjusted Sub Total</b>	\$128,305	\$0	\$29,043	\$2,343	\$0	\$3,239	\$605	\$0

Complete the section below to notify the SEA that the applicant is transferring funds per the provisions of the State and Local Transferability Act. Guidance on Transferability is available at <http://www.ed.gov/programs/transferability/finalsummary04.doc>

Funds Available for Transfer	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Current Year (50%)	\$0	\$0	\$14,522	\$1,172	\$0	\$1,620	\$302	\$0
Cap for Carryover								
<b>Total Available for Transfer</b>	\$0	\$0	\$14,522	\$1,172	\$0	\$1,620	\$302	\$0
From TitleIIA (+)	<input type="text" value="0"/>			<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	
From TitleIID (+)	<input type="text" value="0"/>		<input type="text" value="0"/>			<input type="text" value="0"/>	<input type="text" value="0"/>	
From TitleIVA (+)	<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	
From TitleVA (+)	<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>		
<b>Total Transfer</b>	\$0		\$0	\$0	\$0	\$0	\$0	\$0

If you have an approved Schoolwide plan, you are eligible to transfer funds to the Schoolwide program. You may transfer up to the amount indicated for each of the other Titles. Funds transferred to Schoolwide below will be available for budgeting under the Schoolwide program. The Title I amount transferred to Schoolwide will be edited against amounts entered on Targeting Step 4. The Title I transfer amount must be greater than or equal to the sum of Attendance Area Allocations for each school marked Schoolwide (SWP).

<b>To School Wide (-)</b>	<input type="text" value="128305"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
---------------------------	-------------------------------------	--	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

<b>Net Adjustment</b>	(\$128,305)	\$128,305	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Available for Budgeting</b>	\$0	\$128,305	\$29,043	\$2,343	\$0	\$3,239	\$605	\$0

**Funds not applied for**  
(SEA may reallocate funds to other grantees)

<b>Current Year Funds</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Prior Year Funds</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB

Calculate Totals

Save Page

# Allocations Web Page – IDEA Example

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena Elem

**Legal Entity:** 0487

Application Sections IDEA Consolidated ▾

**Application:** 2007-2008 Original Application

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Funding	Program Specific	Assurances	Submit	Application History	Page_Lock Control
Allocations					Goal Funding		

### Allocations

[Instructions](#)

	IDEAB	IDEAPRESCHL
<b>Current Year Funds</b>		
Allocation	\$0	\$0
ReAllocated (+)	\$0	\$0
Released (-)	\$0	\$0
<b>Total Current Year Funds</b>	\$0	\$0
<b>Prior Year(s) Funds</b>		
Carryover (+)	\$0	\$0
ReAllocated (+)	\$0	\$0
<b>Total Prior Year(s) Funds</b>	\$0	\$0
<b>Sub Total</b>	\$0	\$0
<b>Multi-District</b>		
Transfer In (+)	\$0	\$0
Transfer Out (-)	\$0	\$0
Administrative Agent		
<b>Adjusted Sub Total</b>	\$0	\$0
<b>Total Available for Budgeting</b>	\$0	\$0
	IDEAB	IDEAPRESCHL

# Topic Funding Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Application Sections

ESEA / NCLB Consolidated

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Funding	Private/Nonpublic School Participation	Grant Summary	Assurances, Common and Program	Submit	Application History	Page_Lock Control
Allocations	Topic Funding	General Transferability	Small_Rural Schools (SRS)					

### Topic Funding

[Instructions](#)

**The application has been submitted. No more updates will be saved for the application.**

	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
<b>Total Available for Budgeting</b>	<b>\$184,016</b>	<b>\$73,890</b>	<b>\$540,146</b>	<b>\$22,535</b>	<b>\$284</b>	<b>\$53,929</b>	<b>\$8,038</b>	<b>\$0</b>
<b>CIP Plan Topic Funding</b> Indicate which programs will provide funding for each topic by checking the appropriate check boxes.								
<b>Topic 1:</b> Improving Academic Achievement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Topic 2:</b> Assuring Qualified Teachers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Topic 3:</b> Improving Graduation Rates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Topic 4:</b> Improving School Climate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Topic 5:</b> Providing education appropriate to students' needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Topic 6:</b> Increasing Parent and community involvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Topic 7:</b> Providing Quality Career and Technical Education Programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB

# Grant Summary Page – view by OPI Purpose Category

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Application Sections

ESEA / NCLB Consolidated 

**Application:** 2007-2008 Original Application

[Printer-Friendly](#)

[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Funding	Private/Nonpublic School Participation	Grant Summary	Assurances, Common and Program	Submit	Application History	Page Lock Control
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**Grant Summary** (Read Only)

[Instructions](#)

Display by ☒ Purpose Category  
☐ Object Code

Purpose Category	Title I A - Basic	Title I A - Schoolwide	Title II A - Improving Teacher Quality	Title II D - Ed Tech	Title III - English Language Acquisition	Title IV A - SDFSC	Title V A - Innovative Programs
10 Instruction	\$74,330	\$16,783	\$390,808	\$13,300	\$284	\$12,500	\$6,735
20 Support Services	\$79,621	\$7,899				\$8,000	
21 Parental/Family Involvement	\$825	\$15,314	\$144,507	\$7,219		\$140	
22 Professional Development	\$245	\$6,338	\$4,831	\$2,016		\$5,489	\$1,303
23 Administration		\$10,587				\$1,000	
27 Pupil Transportation	\$22,215	\$5,666					
33 School and Community Support	\$4,340	\$4,429				\$9,000	
40 Facilities	\$2,440	\$6,874				\$17,800	
Indirect Cost							
<b>Totals</b>	\$184,016	\$73,890	\$540,146	\$22,535	\$284	\$53,929	\$8,038

### Additional Programs

Purpose Category	Title VIB - Rural Low Income
10 Instruction	
20 Support Services	
21 Parental/Family Involvement	
22 Professional Development	
23 Administration	
27 Pupil Transportation	
33 School and Community Support	
40 Facilities	
Indirect Cost	
<b>Totals</b>	

# Grant Summary Page – view by Object Code

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

[Application Sections](#)

ESEA / NCLB Consolidated

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

**Application:** 2007-2008 Original Application

<a href="#">Overview</a>	<a href="#">Contact Information</a>	<a href="#">Funding</a>	<a href="#">Private/Nonpublic School Participation</a>	<a href="#">Grant Summary</a>	<a href="#">Assurances, Common and Program</a>	<a href="#">Submit</a>	<a href="#">Application History</a>	<a href="#">Page Lock Control</a>
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**Grant Summary** (Read Only)

[Instructions](#)

Display by ☐ Purpose Category  
☒ Object Code

Object Code	Title I A - Basic	Title I A - Schoolwide	Title II A - Improving Teacher Quality	Title II D - Ed Tech	Title III - English Language Acquisition	Title IV A - SDFSC	Title V A - Innovative Programs
100 Personal Service-Salaries	\$134,125	\$18,543	\$272,562	\$8,002	\$200	\$27,000	\$4,500
200 Employee Benefits	\$27,335	\$8,589	\$67,647	\$3,004	\$84	\$9,509	\$2,250
300 Purchased Professional and Technical	\$14,406	\$10,960	\$58,974	\$2,004		\$5,520	\$300
400 Purchased Property Services	\$3,131	\$8,053	\$29,419			\$5,520	\$380
500 Other Purchased Services	\$1,181	\$13,196	\$33,315	\$4,002		\$1,920	\$268
600 Supplies	\$1,342	\$5,960	\$28,559	\$3,271		\$1,920	\$240
700 Property & Equipment	\$1,123	\$4,945	\$33,518			\$1,270	
800 Other Objects	\$1,373	\$3,644	\$16,152	\$2,252		\$1,270	\$100
Indirect Cost							
<b>Totals</b>	\$184,016	\$73,890	\$540,146	\$22,535	\$284	\$53,929	\$8,038

### Additional Programs

Object Code	Title VIB - Rural Low Income
100 Personal Service-Salaries	
200 Employee Benefits	
300 Purchased Professional and Technical	
400 Purchased Property Services	
500 Other Purchased Services	
600 Supplies	
700 Property & Equipment	
800 Other Objects	
Indirect Cost	
<b>Totals</b>	



# E-Grants Web Pages – Data Pages

- Complete list of pages varies based on program type as well as OPI and legislative requirements.
- Common Data Pages
  - Program Detail
  - Budget Pages
    - Budget Detail
    - Budget Summary
    - Other Program Budget pages as required

# Budget Detail Page

Overview/ General Information	Program Detail	Budget Pages	Page_Lock Control
Budget Detail	Budget Summary		

The application has been submitted. No more updates will be saved for the application.

**Budget Detail** BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., 2536)

[Instructions](#)

Itemize and explain each expenditure amount that appears on the Budget Summary. Click on the "Create Additional Entries" button to enter additional information.

## Topic 6:Increasing Parent and community involvement

Purpose Category	100 Personal Service- Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Total TitleIVA Funds	Delete Row
10-Instruction	10000	2500	0	0	0	0	0	0	\$12,500	<input type="checkbox"/>
20-Support Services	4000	1000	500	500	500	500	500	500	\$8,000	<input type="checkbox"/>
21-Parental/Family Involvement	0	20	20	20	20	20	20	20	\$140	<input type="checkbox"/>
23-Administration	1000	0	0	0	0	0	0	0	\$1,000	<input type="checkbox"/>
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
<b>Sub Total</b>	\$15,000	\$3,520	\$520	\$520	\$520	\$520	\$520	\$520	\$21,640	

Create Additional Entries

## Topic 7:Providing Quality Career and Technical Education Programs.

Purpose Category	100 Personal Service- Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Total TitleIVA Funds	Delete Row
22-Professional Development	5000	489	0	0	0	0	0	0	\$5,489	<input type="checkbox"/>
33-School and Community Support	3000	1500	1000	1000	1000	1000	250	250	\$9,000	<input type="checkbox"/>
40-Facilities	4000	4000	4000	4000	400	400	500	500	\$17,800	<input type="checkbox"/>
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
<b>Sub Total</b>	\$12,000	\$5,989	\$5,000	\$5,000	\$1,400	\$1,400	\$750	\$750	\$32,289	

Create Additional Entries

<b>TOTALS</b>	\$27,000	\$9,509	\$5,520	\$5,520	\$1,920	\$1,920	\$1,270	\$1,270	\$53,929	
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Total Direct Costs	\$53,929
- Property and Equipment Costs	\$1,270
Allowable Direct Costs	\$52,659
Indirect Cost Rate %	0.00
Maximum Indirect Cost *	\$0

Indirect Cost 0

Total Allocation Available for Budgeting \$53,929

Grand Total \$53,929  
Allocation Remaining \$0

Calculate Totals

# Budget Summary Page

Overview/ General Information	Program Detail	Budget Pages	Page_Lock Control
Budget Detail	Budget Summary		

The application has been submitted. No more updates will be saved for the application.

**Budget** (Read Only)

[Instructions](#)

Code	Purpose Category	100 Personal Service- Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	TOTAL
10	Instruction	10,000	2,500							12,500
20	Support Services	4,000	1,000	500	500	500	500	500	500	8,000
21	Parental/Family Involvement		20	20	20	20	20	20	20	140
22	Professional Development	5,000	489							5,489
23	Administration	1,000								1,000
27	Pupil Transportation									
33	School and Community Support	3,000	1,500	1,000	1,000	1,000	1,000	250	250	9,000
40	Facilities	4,000	4,000	4,000	4,000	400	400	500	500	17,800
Total Direct Costs		27,000	9,509	5,520	5,520	1,920	1,920	1,270	1,270	53,929
Approved Indirect Costs X 0%										
Total Budget										53,929

# **Submission, Status and Approval**

# Completing the Application – Assurances Pages

- **Must** be agreed to by the Legal Entity Administrator or Authorized Representative before the Application is submitted to OPI.
- Only required for Original Application each year.
- Common Assurances agreed to once for all programs.
- Legal Entity Administrator or Authorized Representative are only users with access to see and click “Legal Entity Agrees” button

# Common Assurances Page

**OPI E-Grants System**OPI Home

Applicant Name: Helena H S

Legal Entity: 0488

Application Sections  
ESEA / NCLB Consolidated

Application: 2007-2008 Original Application

Printer-Friendly  
Click to Return to Application Select  
Click to Return to Menu List / Sign Out

The application has been submitted. No more updates will be saved for the application.

Overview	Contact Information	Funding	Private/Nonpublic School Participation	Grant Summary	Assurances, Common and Program	Submit	Application History	Page Lock Control
Common Assurances	Title_I Part A	Title_II Part A	Title_II Part D	Title_III	Title_IV Part A	Title_V Part A	Title_VI	Assurances

Common Assurances for Federal Programs

Instructions

☒ By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below, as applicable to the program(s) for which funding is requested.

**Assurances**

Each legal entity, district, cooperative or agency that participates in one or more of the programs listed below MUST complete and return this form to the Office of Public Instruction (OPI) prior to the award of funds for any U.S. Department of Education administered program.

**Submission of this form is not an application for funds and does not obligate the applicant or OPI for the programs. The following pages consolidate common assurances required by federal law that apply to the federal programs listed below. Additional specific program assurances may be included in the application or program plan for that individual program.**

**Common Assurances**

The Common Assurances listed below in items 1-21 apply to all programs administered by the U.S. Department of Education through the Office of Public Instruction, including all programs found in the following Acts:

- ESEA Reauthorized by the No Child Left Behind Act of 2001, Pub. L. No. 107-110, 115 Stat. 1425- Individuals with Disabilities Education Act (IDEA), Part B, 20 USC Section 1400- Carl D. Perkins Vocational and Technical Education Act, 20 USC Section 2301
- Workforce Investment Act, 29 USC Section 2801
- Adult Basic Literacy Education, 42 USC Section 4959
- General Education Provisions Act (GEPA), 20 USC Section 1221
- Pro-Children's Act of 2001, Pub. L. No. 107-110, Section 9532, 115 Stat. 1984

to ensure that all subcontractors comply with the requirements of the Act (29 USC Section 82).

Common Assurances agreed to on:

☒ Authorized Representative

☐ Alternate (Provide Name and Title/Position)

Name:

Title/Position:

# Sample Program Assurances Page

**Applicant Name:** Helena Elem  
**Application:** 2007-2008 Original Application

**Legal Entity:** 0487

Application Sections **IDEA Consolidated** ▼

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Funding	Program Specific	Assurances	Submit	Application History	Page Lock Control
Common Assurances			IDEA Assurances			Assurances	

## Assurances: Special Education IDEA

[Instructions](#)

☒ By checking this box and saving the page, the applicant hereby certifies that he or she has read, understood and will comply with the assurances listed below.

1. That the applicant will comply with the final regulations under IDEA '97 and state laws and rules governing the provision of special education and related services to eligible children with disabilities;
2. That Part B funds will be used only to pay the excess costs of providing special education and related services to children with disabilities consistent with Sections 300.184-300.185 of IDEA (34 CFR 300.230);
3. Part B funds will be used to supplement state, local and other federal funds and not to supplant those funds (34 CFR 300.230);
4. Part B funds will not be used to reduce the level of expenditures for the education of children with disabilities made by the district(s) from local, or state and local funds below the level of those expenditures for the preceding fiscal year unless the reduction is attributable to any of the exceptions allowed under IDEA (34 CFR 300.231-232);
5. The funds received under Part B will be expended in accordance with applicable provisions of IDEA (34 CFR 300.230);
6. To the extent consistent with their number and location, provision is made for the participation of private school children with disabilities by providing them with special education and related services in accordance with 34 CFR 300.450-300.462;
7. All eligible children with disabilities, beginning on their third birthday, are provided all the rights and protections guaranteed by IDEA and its implementing regulations (34 CFR 300.300); and
8. The applicant and its member districts (if the applicant is a cooperative or an applicant for a consortium) will follow the policies and procedures contained in its Program Narrative as submitted to the Division of Special Education, Office of Public Instruction, spring 2001. If any modifications to the applicant's policies and procedures are deemed necessary by the applicant, the applicant will submit the proposed modifications to the Office of Public Instruction for review prior to their adoption (34 CFR 300.182, 300.220; ARM 10.16.3220).

Save Page

# Assurances Agreement Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Application Sections

ESEA / NCLB Consolidated

**Application:** 2007-2008 Original Application

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

The application has been submitted. No more updates will be saved for the application.

Overview	Contact Information	Funding	Private/Nonpublic School Participation	Grant Summary	Assurances, Common and Program	Submit	Application History	Page Lock Control
Common Assurances	Title_I Part A	Title_II Part A	Title_II Part D	Title_III	Title_IV Part A	Title_V Part A	Title_VI	Assurances

### Assurance Agreement

[Instructions](#)

The authorized representative of the applicant who is identified below certifies that he or she has read, understood and will comply with all of the provisions of the following assurances.

NOTE: These checkboxes will be automatically filled in as each of the separate certifications/assurances are read and completed.

<input checked="" type="checkbox"/>	Common Assurances
<input checked="" type="checkbox"/>	Title I, A
<input checked="" type="checkbox"/>	Title II, A
<input checked="" type="checkbox"/>	Title II, D
<input checked="" type="checkbox"/>	Title III
<input checked="" type="checkbox"/>	Title IV, A
<input checked="" type="checkbox"/>	Title V, A
<input checked="" type="checkbox"/>	Title VI



# Completing the Application Submit Page

- Consistency Check may run for 1 minute. Validates information that spans Web pages.
- “Consulting” status allows OPI Reviewers to View applications that have not yet been submitted by the district.
- “Lock Application” prevents further changes. Only the person who performed the lock or the Authorized Rep can unlock.

# Completing the Application Submit Page

- Submit – Consistency Check must be run first
  - By Applicant Data Entry Staff – Notifies LE Administrator
  - By LE Administrator– Submits to OPI for Review
- Approval Levels at OPI – Workflow defined by OPI and varies by grant program application

# Submit Page – Not yet submitted

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Application Sections

ESEA / NCLB Consolidated

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

**Application:** 2007-2008 Original Application

[Overview](#)

[Contact Information](#)

[Funding](#)

[NCLB\\_Required\\_Plans and Needs Assessment](#)

[Private/Nonpublic School Consultation](#)

[Grant Summary](#)

[Assurances, Common and Program](#)

[Submit](#)

[Application History](#)

[Page\\_Lock Control](#)

**Submit**

[Instructions](#)

**Assurances must be reviewed and approved before you can submit your application.**

[Consistency Check](#)

[Lock Application](#)

[Unlock Application](#)

[Assurances](#)

[LEA Data Entry](#)

[LEA Administrator](#)

[Final review](#)

user ID: helenarep

The Montana Office of Public Instruction, Linda McCulloch, Superintendent • P.O. Box 202501 Helena, Montana 59620-2501  
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

[Contact Us](#)

# Submit Page – application submitted

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

[Application Sections](#)

ESEA / NCLB Consolidated

[Printer-Friendly](#)

**Application:** 2007-2008 Original Application

[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

Overview

Contact  
Information

Funding

Private/Nonpublic  
School Participation

Grant  
Summary

Assurances,  
Common and Program

Submit

Application  
History

Page\_Lock  
Control

**Submit**

[Instructions](#)

**The application has been submitted for review.**

Consistency Check

Lock Application

Unlock Application

Assurances

4/3/2007

Consistency Check was run on:

4/4/2007

LEA Data Entry

LEA Administrator submitted the application to OPI on:

4/4/2007

Final review

# E-Grants Completing the Application – Application History Page

- Displays steps an Application encounters in the workflow along with the User ID who performed that step and the date it occurred

# Application History Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Arlee H S

**Legal Entity:** 0475

Application Sections

ESEA / NCLB Consolidated

[Printer-Friendly](#)

[Click to Return to Sponsor Select](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Funding	NCLB_Required_Plans and Needs Assessment	Private/Nonpublic School Consultation	Grant Summary	Assurances, Common and Program	Submit	Application History	Page_Lock Control
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### Application History (Read Only)

[Instructions](#)

Status Change	UserId	Action Date
Submitted to SEA	arleerep	10-21-2006

user ID: egmsgmt1

The Montana Office of Public Instruction, Linda McCulloch, Superintendent • P.O. Box 202501 Helena, Montana 59620-2501  
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

[Contact Us](#)

# Possible Status Changes – Displayed on Submit Page or Application History Page

- Assurances were agreed to on (date agreed to by LE Administrator)
- Consistency Check was Run On
- Submitted to OPI (by LEA to OPI)
- Returned for Changes (to LEA from OPI)
- Program Grant Specialists Review / Approval
- Final OPI level review/approval

# Application Status – Review Summary Page

- Review Summary is accessible from the Application Select Web page once OPI has completed their reviews
- The Review Summary Web page provides details about the status of the reviews for an application cycle. The page provides a list of:
  - workflow stops
  - groups
  - staff assigned to review the application at that stop
  - current status of each individual's review and
  - status date



# Application Status – Review Summary Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** 00 024 1206 00  
**Application:** 2007-2008 Original Application

**Legal Entity:** 1206

[Click to Return to My To Do List](#)  
[Click to Return to Organization Select](#)  
[Click to Return to Menu List / Sign Out](#)

### Review Summary

[Instructions](#)

**Latest submission to LDE occurred on: 4/4/2007**

Round 1					
Select	Stop	Group	Staff	Status	Status Date
<input type="checkbox"/>	3	State Agency Title I Program Staff	Program Reviewer 1	Accepted	4/6/2007
<input type="checkbox"/>	3	State Agency Title V Program Staff	Program Reviewer 5	Review Started	4/6/2007
<input type="checkbox"/>	3	State Agency Title VI Program Staff	Program Reviewer 6	Accepted	4/6/2007
<input type="checkbox"/>	3	State Agency Title III Program Staff	Program Reviewer 3	Accepted	4/6/2007
<input type="checkbox"/>	3	State Agency Title IV Program Staff	Program Reviewer 4	Accepted	4/6/2007
<input type="checkbox"/>	3	State Agency Title IID Program Staff	Program Reviewer 2D	Accepted	4/6/2007
<input type="checkbox"/>	3	State Agency Title IIA Program Staff	Program Reviewer 2A	Accepted	4/6/2007
	4	State Agency Administrative level review	Randy Arnold	Preassignment	

[Review Checklist](#)

# **E-Grants Completing the Application –**

## **System Notifications**

- Emails to Applicant go to email Account(s) for the LEA Authorized Rep and others entered on Contacts Web page.
- LEA Notified on Final Approval or Returned for Changes
  - Review Summary page allows LEA review of OPI application Review Checklists for feedback on modifications required
- OPI can be notified upon submission from LEA – notifications will be driven at OPI level by E-Grants workflow which defines approval groups and levels

# **E-Grants Completing the Application – Other OPI Systems**

- E-Grants will obtain Legal Entity (Applicant/District) and School information from an OPI Organization Repository System

# Page Lock Control Page – SEA View

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Arlee H S

**Legal Entity:** 0475

Application Sections

ESEA / NCLB Consolidated

**Application:** 2007-2008 Original Application

[Printer-Friendly](#)

[Click to Return to Sponsor Select](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Funding	NCLB_Required_Plans and Needs Assessment	Private/Nonpublic School Consultation	Grant Summary	Assurances, Common and Program	Submit	Application History	Page Lock Control
----------	---------------------	---------	--	---------------------------------------	---------------	--------------------------------	--------	---------------------	-------------------

The application has been submitted. No more updates will be saved for the application.

### Page Review Status

[Instructions](#)

☐ Expand All

ESEA Consolidated	Page Status	Review Status of page		
		OK	Needs updates	Mark Final
ESEA / NCLB Consolidated	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Information	OPEN	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Funding	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allocations	OPEN	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Goal Funding	OPEN	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Private/Nonpublic School Consultation	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assurances, Common and Program	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Title I A - Basic	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Title II A - Improving Teacher Quality	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Title II D - Enhancing Educ. through Technology	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Title III - English Language Acquisition	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Title IV A - SDFSC	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Title V A - Innovative Programs	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Title VI - Rural Low Income	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Save](#)

# Page Lock Control Page – LEA View

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

[Application Sections](#)

ESEA / NCLB Consolidated

**Application:** 2007-2008 Original Application

[Printer-Friendly](#)

[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Funding	NCLB_Required_Plans and Needs Assessment	Private/Nonpublic School Consultation	Grant Summary	Assurances, Common and Program	Submit	Application History	Page_Lock Control
----------	---------------------	---------	--	---------------------------------------	---------------	--------------------------------	--------	---------------------	-------------------

### Page Review Status

[Instructions](#)

☐ Expand All

ESEA Consolidated	Page Status	Open Page for editing
ESEA / NCLB Consolidated	Unlock Section	<input type="checkbox"/>
Title I A - Basic	Unlock Section	<input type="checkbox"/>
Title II A - Improving Teacher Quality	Unlock Section	<input type="checkbox"/>
Title II D - Enhancing Educ. through Technology	Unlock Section	<input type="checkbox"/>
Title III - English Language Acquisition	Unlock Section	<input type="checkbox"/>
Title IV A - SDFSC	Unlock Section	<input type="checkbox"/>
Title V A - Innovative Programs	Unlock Section	<input type="checkbox"/>
Title VI - Rural Low Income	Unlock Section	<input type="checkbox"/>

[Save](#)

# Page Lock Control Page – expanded view

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Application Sections

ESEA / NCLB Consolidated

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

**Application:** 2007-2008 Original Application

Overview	Contact Information	Funding	NCLB_Required_Plans and Needs Assessment	Private/Nonpublic School Consultation	Grant Summary	Assurances, Common and Program	Submit	Application History	Page Lock Control
----------	---------------------	---------	--	---------------------------------------	---------------	--------------------------------	--------	---------------------	-------------------

### Page Review Status

[Instructions](#)

☐ Expand All

ESEA Consolidated	Page Status	Open Page for editing
ESEA / NCLB Consolidated	Unlock Section	
Contact Information	OPEN	
Funding	Unlock Section	
Allocations	OPEN	
Goal Funding	OPEN	
Private/Nonpublic School Consultation	Unlock Section	
Assurances, Common and Program	Unlock Section	
Title I A - Basic	Unlock Section	
Title II A - Improving Teacher Quality	Unlock Section	
Title II D - Enhancing Educ. through Technology	Unlock Section	
Title III - English Language Acquisition	Unlock Section	
Title IV A - SDFSC	Unlock Section	
Title V A - Innovative Programs	Unlock Section	
Title VI - Rural Low Income	Unlock Section	

ESEA/NCLB Consolidated Section expanded

# Page Lock Control Page – expanded Program view

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

[Application Sections](#)

Title II D - Enhancing Educ. through Technology

[Printer-Friendly](#)

**Application:** 2007-2008 Original Application

[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

Overview

Program  
Specific

Budget  
Detail

Budget  
Summary

Page\_Lock  
Control

### Page Review Status

[Instructions](#)

☐ Expand All

#### ESEA Consolidated

Title II D - Enhancing Educ. through Technology

Program Specific

Goals and Objectives

Strategies for Objectives

Budget Detail

Page Status

Open Page  
for editing

Unlock  
Section



Unlock  
Section



OPEN




OPEN



OPEN



Save

The background of the slide is a grid of squares in various shades of blue, ranging from light to dark. The text is centered over this grid.

# **Application Program Specific Pages**



# Overview of Program Specific Pages

Online review of the following program applications

- ESEA/NCLB Consolidated
- Carl Perkins Secondary
- IDEA Consolidated
- Title IV-B 21<sup>st</sup> Century Competitive

# Program Specific Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

[Application Sections](#)

Title I A - Basic

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

**Application:** 2007-2008 Original Application

The application has been submitted. No more updates will be saved for the application.

Overview	Program Detail	Budget Pages	Page Lock Control
Topic_1 Objectives and Activities	Topic_2 Objectives and Activities	Topic_6 Parental Involvement Activities	Targeting Step 1
			Targeting Step 2
			Targeting Step 3
			Targeting Step 4

### Planning Topic 1 Objectives and Activities

[Instructions](#)

#### Topic 1:Improving Academic Achievement

**Goal 1.0 NCLB Model:**All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

**Objective 1:** 83% or more of students (including those in each disaggregated student group) will achieve proficiency in reading.

Activities:Check all that apply, at least one is required.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Research-based Reading Programs                      | <input type="checkbox"/> Diagnostic and/or Formative Assessments to Inform Instruction |
| <input type="checkbox"/> Before or After School Programs                                 | <input type="checkbox"/> Extended Kindergarten Programs                                |
| <input checked="" type="checkbox"/> Summer Programs                                      | <input type="checkbox"/> Pre-School Programs   |
| <input type="checkbox"/> Supplemental Educational Services from State Approved Providers | <input type="checkbox"/> Reading Coach   |
| <input type="checkbox"/> Other Tutoring  | <input type="checkbox"/> Math Coach  |
| <input type="checkbox"/> Other (please describe in text box): (250 Character Maximum)    |  |

Performance Indicator:Adequate Yearly Progress (AYP)

**Objective 2:** 68% or more of students (including those in each disaggregated student group) will achieve proficiency in math.

Activities:Check all that apply, at least one is required.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Research-based Math Programs                                    | <input type="checkbox"/> Diagnostic and/or Formative Assessments to Inform Instruction |
| <input type="checkbox"/> Before or After School Programs  | <input type="checkbox"/> Extended Kindergarten Programs                                |
| <input type="checkbox"/> Summer Programs  | <input checked="" type="checkbox"/> Pre-School Programs                                |
| <input checked="" type="checkbox"/> Supplemental Educational Services from State Approved Providers | <input type="checkbox"/> Reading Coach   |
| <input type="checkbox"/> Other Tutoring   | <input type="checkbox"/> Math Coach  |
| <input type="checkbox"/> Other (please describe in text box): (250 Character Maximum)               |  |

Performance Indicator:Adequate Yearly Progress (AYP)

# Program Specific Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Application Sections

Title IV A - SDFSC

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

The application has been submitted. No more updates will be saved for the application.

Overview/ General Information	Program Detail	Budget Pages	Page_Lock Control
Private/Nonpublic Equitable Share	Objective 1	Objectives 2-3 (Security)	

### Private/Nonpublic Schools Share

[Instructions](#)

1. 53929 Allocation for this grant
2. 0 Enter any Indirect Costs charged to this grant (in whole dollars). Indirect Cost from Budget Detail page: 0  
(You must enter an amount equal to the amount entered on the budget detail page. If that amount changes you MUST re-save this page to correct the calculations below.)
3. 53,929 Remaining funds (Line 1 minus Line 2)
4. 51 Enter Enrollment for Participating Private/Nonpublic Schools from Private/Nonpublic Participation List
5. 325 Enter Public District Enrollment
6. 376 Sum of Public District and Private/Nonpublic Enrollments (Line 4 plus Line 5)
7. 0.14 Proportion of Participating Private/Nonpublic School Enrollment Compared to Total Enrollment (Line 4 / Line 6)
8. 7,315 Equitable Share (Line 7 X Line 3 rounded to a whole dollar)

# Program Specific Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Application Sections

Title II D - Ed Tech

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

**Application:** 2007-2008 Original Application

The application has been submitted. No more updates will be saved for the application.

Overview/ General Information	Program Detail	Budget Pages	Page Lock Control
Private/Nonpublic Equitable Share	Program Plan	Activities/Strategies for Objectives	

### Program Plan

[Instructions](#)

#### Topic 1:Improving Academic Achievement

**Goal 1.0 NCLB Model:**All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

**Goals and Objectives from the OPI Technology Plan as prescribed by NCLB** (Select one objective that is the same as last year's selection.)

**Note:** While the district data need only be updated every other year, yearly collection and analysis is encouraged.

#### Program Goal 1

Integrating Technology into Curriculum and Instruction: All Montana teachers will be effective and efficient integrators of technology into their curriculum and instruction.



##### **Objective 1:**(formerly Objective 1.1)

One hundred percent (100%) of district teachers will rate themselves as a 3 or better as measured by the Teachers Technology Use in Teaching and Learning section of TAGLIT\*, by spring 2014.

#### Program Goal 2

Increasing the Ability of Teachers to Teach: All Montana teachers and principals will be technologically proficient.



##### **Objective 2:** (formerly Objective 3.1)

One hundred percent (100%) of teachers will rate themselves a 3 or better by the Teachers' Technology skills section (basic tools, multimedia tools, communication tools, research/problem-solving tools) of the TAGLIT\* by spring 2014.

Evaluation Instrument: TAGLIT Survey

#### **TAGLIT Section 2(a) Teachers' Technology Skills**

		Previously Reported Data	New Data
Data Collection Date			3/20/2007
		<b>Section Averages</b>	
2(a)(1)	Basic Skills		2.0
2(a)(2)	Multimedia Tools		3.0
2(a)(3)	Communication Tools		2.0
2(a)(4)	Research/Problem Solving		4.0

#### Program Goal 3

Enabling Students to Meet Challenging State Standards: All Montana students will be technologically proficient by eighth grade.



##### **Objective 3:**(formerly Objective 4.1)

One hundred percent (100%) of students will rate themselves as a 3 or better as measured by the Students' Technology Skills section (basic tools, multimedia tools, communication tools, research/problem-solving tools) of the TAGLIT\* by spring 2014.

# Program Specific Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Application Sections

Title II D - Ed Tech

**Application:** 2007-2008 Original Application

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

The application has been submitted. No more updates will be saved for the application.

Overview/ General Information	Program Detail	Budget Pages	Page Lock Control
Private/Nonpublic Equitable Share	Program Plan	Activities/Strategies for Objectives	

### Activities/Strategies to Meet the Objectives

[Instructions](#)

For the objective selected, respond to the following options and delineate the budget as needed to progress toward meeting the objective.

#### **Section 1:** Professional Development Activities/Strategies and Expenses (related to accomplishing the selected objective)

Ongoing, sustained, intensive, high-quality professional development must be provided to meet the objective utilizing a minimum of 25 percent of the district's funding under this title.

Total Funds Available: (Allocation + Transfers + Redirection): \$22,535

Professional Development Minimum Required (25% of Allocation + Transfers): \$5,634

Professional development in the use of technology is provided:

Check All that Apply:

- ☐ By district personnel
- ☐ Outside the district
- ☐ During the work day (in-service)
- ☐ Outside the contracted time

Professional development in the use of technology focuses on:

Check All that Apply:

- ☐ Basic Skills Development
- ☐ Integration of technology across the curriculum
- ☐ Curriculum development to integrate technology

Continue to Section 2 to select Activities/Strategies for the remaining available funds. If 100% of funds are to be allocated for Professional Development in Section 1, save this page and select the Budget Detail tab to continue.

#### **Section 2:** Other Activities/Strategies and Expenses (related to accomplishing the selected objective)

Check All that apply:

- ☐ Developing or acquiring technology curriculum for integration
- ☐ Technology to increase academic achievement (Example: Core Curriculum support software, Productivity tool software, computer for reading lab with printer, replacement monitor for math lab computer, etc.)

Specify: (250 Character Maximum)

- ☐ Preparing and paying school technology leaders(not supplanting local funding)
- ☐ Evaluation of technology effectiveness in meeting state standards.
- ☐ Technology to collect, manage and analyze data
- ☐ Developing, enhancing, or implementing information technology courses
- ☐ Acquiring connectivity linkages, resources, and services
- ☐ Activities to connect schools and parents through the use of technology

# Program Specific Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Carl Perkins - Secondary ▾

**Application:** 2007-2008 Original Application

[Printer-Friendly](#)

[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Funding	Application Pages	Budget Pages	Assurances, Common and Program	Submit	Application History	Page_Lock Control
Part I	Part_II Special Populations			Program Assessment	Performance and Accountability		Funding Distribution	
Part_I Section A					Part_I Section B			

### Application Part I (cont.) - Required and Permissive Uses of Funds

[Instructions](#)

#### Describe how Perkins funds will be used to

##### Ensure career and technical students are taught to the same rigorous standards as all students.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Joint Faculty Workshops | <input type="checkbox"/> Lesson-sharing                       | <input type="checkbox"/> Applied Courses             |
| <input type="checkbox"/> Frequent Evaluations    | <input type="checkbox"/> Team Teaching                        | <input type="checkbox"/> Cross-Curricular Activities |
| <input type="checkbox"/> Articulation Agreements | <input type="checkbox"/> Joint Planning Times                 | <input type="checkbox"/> Basic Skills Instructors    |
| <input type="checkbox"/> Standard Assessments    | <input type="checkbox"/> Development of Standard Competencies |  |
| <input type="checkbox"/> Other (Please Specify)  |   |  |

##### Assist students in making educated career choices.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Career Fairs           | <input type="checkbox"/> Counselor In-service | <input type="checkbox"/> Career Pathways |
| <input type="checkbox"/> Summer Institutes      | <input type="checkbox"/> Student Internships  |  |
| <input type="checkbox"/> Other (Please Specify) |   |  |

##### Ensure that parents, business, labor entities, community are involved in the development , implementation, and evaluation of programs and assist and inform individuals in understanding this program.

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Advisory Committees    | <input type="checkbox"/> Focus Groups | <input type="checkbox"/> Community Partnerships |
| <input type="checkbox"/> Business Partnerships  | <input type="checkbox"/> Open House   | <input type="checkbox"/> Curriculum Integration |
| <input type="checkbox"/> Other (Please Specify) |                                       |   |

##### Develop a process of evaluation and continuous improvement of performance.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Standards Development  | <input type="checkbox"/> Teacher Self-Evaluation       | <input type="checkbox"/> Advisory Committee Input |
| <input type="checkbox"/> IMS                    | <input type="checkbox"/> Employer Satisfaction Surveys |   |
| <input type="checkbox"/> Other (Please Specify) |  |   |

Save Page

The background of the slide is a mosaic of various shades of blue and teal squares, creating a textured, pixelated effect.

# **E-Grants LEA Payment Web Pages**

# LEA Payment Web Pages

These web pages provide the LEAs with the ability to submit their payment requests online and to track their payment activity on each grant program.

- **Payment Summary**
- **Reimbursement Request** – page to submit their requests for reimbursements electronically.
- **Expenditure Report** - page to report their total expenditures to date within a grant year. Cash on hand control.



# LEA Payment Web Pages

- **Scheduled Payments** – planning tool that shows the amounts to be paid via the scheduled payment calculations.
- **Payment History** – tracking tool to allow a review of all payment activity on a given grant program for the year.

# Application Select – Access to District Payment Pages

## OPI E-Grants System

[OPI Home](#)

[Click to Return to Organization Select](#)  
[Click to Return to Menu List / Sign Out](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

**Application Select - ESEA Consolidated**

[Instructions](#)

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#)

[Payments](#)

[Print All](#)

Printed Applications:

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date	Consulting
<b>2007-2008</b>						
<input checked="" type="checkbox"/>	08-ESEA-00 Original Application	01-09-2007	01-09-2007	Final Approved <a href="#">View GAC</a>	01-09-2007	

user ID: helenabusmgr

# Payment Summary Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H.S.  
**Application:** 2007-2008 Original Application

**Legal Entity:** 0488

[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

### Payment Summary

[Instructions](#)

Vendor 00

[View Reimbursement Requests/Expenditure Reports](#)

Payment Summary as of 4/9/2007

	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
<b>Current Grant Year Allocation</b>	\$0	\$0	\$42,096	\$22,804	\$2,564	\$166,904	\$66,904	\$14,302
(+/-) Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Consortiums	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Transfers	\$0	\$0	\$551	(\$1)	\$0	(\$450)	(\$100)	\$0
Total Funds Available	\$0	\$0	\$42,647	\$22,803	\$2,564	\$166,454	\$66,804	\$14,302
<b>Anticipated Payments</b>								
Auto-Scheduled	\$0	\$0	\$0	\$4,672	\$1,218	\$0	\$0	\$0
Reimbursements	\$0	\$0	\$42,647	\$18,131	\$1,346	\$166,454	\$66,804	\$14,302
Total	\$0	\$0	\$42,647	\$22,803	\$2,564	\$166,454	\$66,804	\$14,302
<b>Pending Payments</b>								
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Approved Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Completed Payments</b>								
Auto-Scheduled	\$0	\$0	\$0	\$0	\$128	\$0	\$0	\$0
Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$128	\$0	\$0	\$0
<b>Remaining Payments</b>								
Auto-Scheduled	\$0	\$0	\$0	\$4,672	\$1,090	\$0	\$0	\$0
Reimbursements	\$0	\$0	\$42,647	\$18,131	\$1,346	\$166,454	\$66,804	\$14,302
Total	\$0	\$0	\$42,647	\$22,803	\$2,436	\$166,454	\$66,804	\$14,302

user ID: helenabusmgr

Hyperlinks to Scheduled Payments and Payment History pages for more detail.

This summary page provides a snapshot view of the LEA's overall payment status for the programs involved in the selected application.

Allocation data is also provided for ease of review along with the payment data.

# Scheduled Payments Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

[Application Sections](#)

ESEA / NCLB Consolidated

[Printer-Friendly](#)

**Application:** 2007-2008 Original Application

[Click to Return to Menu List / Sign Out](#)

### Scheduled Payments

[Instructions](#)

Vendor 00

The table below shows projected scheduled payments for (100, 200) object codes.

TitleIID			
Month	Projected	Actual	Processed Date
July	0	0	
August	0	0	
September	0	0	
October	\$1,478	0	
November	\$311	0	
December	\$311	0	
January	0	0	
February	0	0	
March	0	0	
April	0	0	
May	0	0	
June	0	0	
<b>Total</b>	<b>\$2,100</b>	<b>\$0</b>	

# Completed Payment History Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

[Application Sections](#)

ESEA / NCLB Consolidated

[Printer-Friendly](#)

**Application:** 2007-2008 Original Application

[Click to Return to Payment Summary](#)  
[Click to Return to Menu List / Sign Out](#)

### Completed Payment History

[Instructions](#)

History of payments as of 4/9/2007 for TitleIII

Vendor 00

Processed Date	Month	CFDA Number	Payment Type	Total
3/30/2007	07	45.196b	SCHEDULED	\$128
				<b>Total \$128</b>

user ID: helenabusmgr

The Montana Office of Public Instruction, Linda McCulloch, Superintendent • P.O. Box 202501 Helena, Montana 59620-2501  
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

[Contact Us](#)

# Reimbursement Request/ Expenditure Report Menu Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S  
**Application:** 2007-2008 Original Application

**Legal Entity:** 0488

[Click to Return to Application Select](#)  
[Click to Return to Payment Summary](#)  
[Click to Return to Menu List / Sign Out](#)

### Reimbursement Request/Expenditure Report Menu

[Instructions](#)

Program

#### Reimbursement Requests:

Select an Reimbursement Request from the list(s) below and press one of the following buttons:

[Open Request](#)

[Create New Request](#)

[Delete Request](#)

[Review Summary](#)

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Reimbursement Request 10	2/16/2007			Not Submitted	
<input type="checkbox"/>	Reimbursement Request 9	2/16/2007	2/16/2007	2/16/2007	Final Request Review	2/16/2007
<input type="checkbox"/>	Reimbursement Request 8	2/16/2007	2/16/2007	2/16/2007	Final Request Review	2/16/2007
<input type="checkbox"/>	Reimbursement Request 7	2/15/2007	2/15/2007	2/16/2007	Final Request Review	2/16/2007
<input type="checkbox"/>	Reimbursement Request 6	2/13/2007	2/13/2007	2/14/2007	Final Request Review	2/14/2007
<input type="checkbox"/>	Reimbursement Request 5	2/12/2007	2/12/2007	2/12/2007	Final Request Review	2/12/2007
<input type="checkbox"/>	Reimbursement Request 4	2/12/2007	2/12/2007	2/12/2007	Final Request Review	2/12/2007
<input type="checkbox"/>	Reimbursement Request 3	2/12/2007	2/12/2007	2/12/2007	Final Request Review	2/12/2007
<input type="checkbox"/>	Reimbursement Request 2	2/8/2007	2/8/2007	2/12/2007	Final Request Review	2/12/2007
<input type="checkbox"/>	Reimbursement Request 1	2/2/2007	2/8/2007	2/12/2007	Final Request Review	2/12/2007

#### Expenditure Reports:

Select an Expenditure Report from the list(s) below and press one of the following buttons:

[Open Expense Rep](#)

[Create Expense Rep](#)

[Delete Expense Rep](#)

[Review Summary](#)

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
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user ID: helenabusmgr

# Reimbursement Request Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

**Application:** 2007-2008 Original Application

[Click to Return to Application Select](#)  
[Click to Return to Payment Summary](#)  
[Click to Return to Reimb/Expend Menu](#)  
[Click to Return to Menu List / Sign Out](#)

### Reimbursement Request 1

[Instructions](#)

This request has been submitted. No more updates will be saved.

#### Program: TitleIA

Itemize and explain each expenditure amount. Provide a complete breakdown of eligible employee benefits. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places, e.g. \$2536)

#### Description of Object Codes

Object Code	Expenditure Description and Itemization	Final Approved Budget	Previously Requested	Reimbursement Request	Delete Row
	(1000 Character Maximum)				
100 ▾	1st line of 1st RR <input type="text"/>	\$27,000	\$0	<input type="text" value="2350"/>	<input type="checkbox"/>
	(1000 Character Maximum)				
200 ▾	2nd line of 1st RR <input type="text"/>	\$10,500	\$0	<input type="text" value="1046"/>	<input type="checkbox"/>
	(1000 Character Maximum)				
300 ▾	3rd line of 1st RR <input type="text"/>	\$17,150	\$0	<input type="text" value="1618"/>	<input type="checkbox"/>
Indirect Cost Approved Rate 0 % Derived Rate 0 %		\$0	Total	\$5,014	
			\$0	\$0	
			Total	\$5,014	

NOTE: Data displayed on this page was effective as of 3/12/2007

Vendor Invoice Number 4880803001

End Period Expense

RECAP	Amount	Amount Paid to Date by Fund Source
Grant Award (Allocation)	\$58,552	
Approved Budget	\$56,600	TitleIA \$556
Amount Paid To Date	\$0	
Expenses To Date	\$0	Total \$556
Balance Due LEA	\$0	
Funds on Hand	\$0	

# Periodic Expense Report Page

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

**Application:** 2007-2008 Original Application

[Click to Return to Application Select](#)  
[Click to Return to Reimb/Expend Menu](#)  
[Click to Return to Payment Summary](#)  
[Click to Return to Menu List / Sign Out](#)

### Periodic Expense Report 1

[Instructions](#)

This request has been submitted. No more updates will be saved.

Program: TitleIII

Object Code	Expenditure Description and Itemization	Final Approved Budget	MTWGMS Funds Released	Previously Reported Expended	Accumulated Expenditures to Date
100	Salaries	\$1,000	\$100	\$0	<input type="text" value="105"/>
200		\$0	\$0	\$0	<input type="text" value="0"/>
300		\$200	\$20	\$0	<input type="text" value="26"/>
400		\$0	\$0	\$0	<input type="text" value="0"/>
500		\$82	\$8	\$0	<input type="text" value="9"/>
600		\$0	\$0	\$0	<input type="text" value="0"/>
700		\$0	\$0	\$0	<input type="text" value="0"/>
800		\$0	\$0	\$0	<input type="text" value="0"/>
<b>Totals:</b>		\$1,282	\$128	\$0	\$140
Indirect Cost Approved Rate 3.0200 % Derived Rate 0 %		\$0	\$0	\$0	\$0
<b>Totals:</b>		\$1,282	\$128	\$0	\$140

Expenditure Period End Date

NOTE: Data displayed on this page was effective as of 3/30/2007

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$2,444		
Approved Budget	\$1,282	TitleIII	\$128
Amount Paid To Date	\$128	Total	\$128
Expenses To Date	\$140		
Balance Due LEA	\$12		
Funds on Hand	(\$12)		
Final Expenditure	<input type="text"/>		



# Grant Award Notification

- Grant award notice will be a PDF document generated as part of the OPI application approval process.
- Following Final application approval by OPI, a hyperlink will display on the E-Grants Application Select page (“GAN”). Clicking this link will open the PDF document containing detailed grant award information and amounts for the current cycle application.



# **Assistance and Support for E-Grants**

# E-Grants Support

- Support for E-Grants is provided via three tiers:
  - Tier 1: LEA assistance by OPI Program or Fiscal staff and issue reporting
  - Tier 2: OPI / ITSD technical review and resolution
  - Tier 3: MTW or OPI ITS technical review and resolution

# E-Grants Getting Assistance – LEA Support

- Each LEA should identify key LEA E-Grants roles:
  - **LEA E-Grants Coordinators** - the central point of contact for all non-security related E-Grants communications and coordination between OPI and the LEA or applicant.
  - **LEA E-Grants Security Coordinators** - the central point of contact for all security related E-Grants communications and tasks between OPI and the LEA or applicant.

# Tier 1 E-Grants Support – Assistance for program - Questions and Technical Assistance

- Support for application **program information**
  - OPI staff assigned to review the LEA E-Grants online applications will provide the first level of program or fiscal related information and support to the LEA / Applicant
  - In most cases, OPI Program or Fiscal Reviewers can assist with business rules for completing application Web Pages.

## Tier 1 E-Grants Support – Assistance for program Questions and Technical Assistance

- OPI can only see LEA applications that have been submitted, unless the LEA puts their application in “Consulting” Status.
- OPI provides feedback to Applicants via the Application Review Checklists after reviews are performed.

## Tier 2 E-Grants Support – OPI or ITSD Technical Review and Resolution

- OPI or ITSD technical Help Desk support staff will resolve issues related to:
  - Diagnosing and resolving network, database, and Web server infrastructure issues
  - Conducting regular network and server maintenance
  - Conducting regular and annual data maintenance
  - Replicating, documenting and elevating E-Grants program/code issues that cannot be resolved to Tier 3 support.

## Tier 3 E-Grants Support – MTW or OPI ITS Technical Review and Resolution

- Tier 3 Support will be provided by either MTW technical personnel (until July 1, 2007) or OPI ITS (after July 1 and for OPI developed pages) and will be responsible for handling all issues routed to them from Tier 2 OPI or ITSD technical support staff
- MTW support will be available from 8:00am to 4:30pm MT to handle Tier 3 issues arising from the E-Grants system's custom code base, as referred from the OPI or ITSD Help Desk.



## Tier 3 E-Grants Support – MTW Technical Review and Resolution

- E-Grants issues submitted to MTW Tier 3 Support will be evaluated for scope. Requests for system enhancements will be referred for handling via the E-Grants Project Change Management process.

# Getting Assistance – System Performance Issues

- Preventing Loss of Data
- Sample System Errors
- Recovering from an error
- Performance on different platforms
- Transaction Time

# Getting Assistance – System Performance Issues

- Review a Grant Designer built page with Sample Error Message (Valid error)
- Review Budget Detail (or other Web Page NOT built by the Grant Designer) – Sample Error Message (Valid error)
- Result of Timeout

# Getting Assistance – System Performance Issues

## Server Error in '/OPIGMSWeb' Application.

### Runtime Error

**Description:** An application error occurred on the server. The current custom error settings for this application prevent the details of the application error from being viewed remotely (for security reasons). It could, however, be viewed by browsers running on the local server machine.

**Details:** To enable the details of this specific error message to be viewable on remote machines, please create a <customErrors> tag within a "web.config" configuration file located in the root directory of the current web application. This <customErrors> tag should then have its "mode" attribute set to "Off".

```
<!-- Web.Config Configuration File -->

<configuration>
  <system.web>
    <customErrors mode="Off"/>
  </system.web>
</configuration>
```

**Notes:** The current error page you are seeing can be replaced by a custom error page by modifying the "defaultRedirect" attribute of the application's <customErrors> configuration tag to point to a custom error page URL.

```
<!-- Web.Config Configuration File -->

<configuration>
  <system.web>
    <customErrors mode="RemoteOnly" defaultRedirect="mycustompage.htm"/>
  </system.web>
</configuration>
```

# Example - E-Grants Error

## OPI E-Grants System

[OPI Home](#)

[Click to Return to Menu List](#) / [Sign Out](#)

An unexpected system error has occurred, we apologize for the inconvenience. Please use your browser print button to print this page and then contact the designated eGMS support staff. (Severity Level 2)  
**Object reference not set to an instance of an object.**


Error Date and Time: 10/19/2006 4:56:18 PM

user ID: helenarep


The Montana Office of Public Instruction, Linda McCulloch, Superintendent • P.O. Box 202501 Helena, Montana 59620-2501  
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

[Contact Us](#)

# Example - E-Grants Error

Address  http://doaisdvm116/OPIGMSWeb/ApplicationShell.aspx?PADPageName=Strategies%20for%20Objectives

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 **E-Grants System**

[OPI Home](#)

**Applicant Name:** Helena H S

**Legal Entity:** 0488

Application Sections  
Title II D - Enhancing Educ. through Technology

**Application:** 2007-2008 Original Application

[Printer-Friendly](#)  
[Click to Return to Application Select](#)  
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In-State Toll-Free 1-888-231-9393, Local (406) 444-3095[Contact Us](#)

# Session Wrap Up - E-Grants Future Plans

- Phase 1 of the E-Grants implementation includes the 2007-08 Consolidated Federal ESEA/NCLB, Title I-A School Improvement, Title I-C Migrant, Carl Perkins Secondary, 21<sup>st</sup> Century and IDEA Consolidated grant applications as the first programs available under OPI E-Grants
  - 2007-08 federal grant applications listed above will be completed online and submitted using E-Grants

# Session Wrap Up

- Phase 2 of the E-Grants implementation will include Payments Administration (May 2007)
- Your feedback will improve this system!



# Session Wrap up – Improving E-Grants Training



- What could be done differently to make the E-Grants training more effective?
- Were the training materials at the appropriate level of detail?
- How could the training materials be improved?

# Session Wrap Up

**QUESTIONS???**

**Thank you for participating!**

# Session Wrap Up

## E-Grants Project Contact Information

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Email: [Deborah.Taggart@mtwsolutions.com](mailto:Deborah.Taggart@mtwsolutions.com)